

POSITION DESCRIPTION		DEPARTMENT/DIVISION
NAME		TITLE Main Street Manager
PLACE OF WORK City Hall		GRADE
NAME/TITLE OF SUPERVISOR		WORKING HOURS 8:00 am – 4:30 pm
NAME/TITLE OF THOSE YOU SUPERVISE		Exempt/Non-Exempt Exempt
%	Position Description	Performance Standards
45%	A. Program Management	<p>A1 Identify resources, partners, and interest groups that can help with revitalization efforts including the identification of potential sponsors.</p> <p>A2 Assist board of directors and committees in developing and implementing work plans based on strategic plans and the Main Street America approach.</p> <p>A3 Take a leading role in finding, applying for, and administering grants.</p> <p>A4 Develop and conduct ongoing public awareness and educational programs concerning organizational goals, achievements, and objectives</p> <p>A5 Assess and develop capacity of district businesses, institutions, and civic groups to carry out joint improvement activities.</p> <p>A6 Be the point of contact and source of information for businesses considering locating in downtown Brunswick.</p> <p>A7 Assist individual tenants or property owners with physical improvement projects.</p> <p>A8 Develop and maintain systems to track the progress of the Main Street program(s).</p>
40%	B. General Administration	<p>B1 Directly supervise interns, employees and consultants.</p> <p>B2 Manage financial processes including purchasing, budget development, accounting, report preparation (organizational, state and federal reporting), record keeping.</p> <p>B3 Report status of projects to Maryland Main Street, Brunswick City Council and grant funding entities.</p> <p>B4 Attend meetings of board and committee in an advisory capacity.</p> <p>B5 Coordinate the activities of the Main Street committees.</p> <p>B6 Represent the Main Street program at the local, state, and national levels.</p> <p>B7 Work with committees to effectively recruit, orient, manage, recognize and retain volunteers.</p>
15%	C. Partnership Management	<p>C1 Develop a close on-going relationship with business owners and property owners.</p> <p>C2 Offer resources (including grants, funding opportunities, etc.) to business and property owners.</p> <p>C3 Help build strong, productive working relationships with partners to include local and state agencies; business associations; schools; local nonprofits; civic groups; the media and others.</p> <p>C4 Speak effectively on the organization's direction, activities, and achievements.</p>

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APPROVALS

The signatures appearing below indicate acceptance and/or approval of the position description and performance standards appearing above and on the reverse of this form.

_____ Employee	_____ Date	_____ Supervisor	_____ Date	_____ Department Head	_____ Date
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